

# BRIEFLY

News Briefs for Business Managers from the ND Retirement and Investment Office  
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September 2000

## EMPLOYING RETIRED TEACHERS

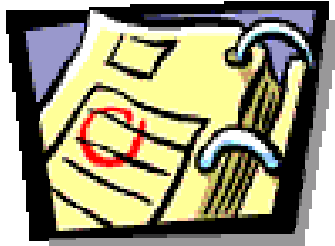
With the well-publicized shortage of teachers throughout North Dakota, many employers are considering hiring retired teachers to fill vacancies. Remember that retired teachers cannot return to TFFR-covered employment until 60 calendar days after their retirement date. A retired teacher can then return to covered employment for a maximum of 90 working days and continue to receive a retirement benefit. A working day is defined as four or more compensated hours. Members that return to teach less than four hours each day may do so without limitations.



If your district has hired a retired member, remember to submit the Enrollment Notification of a Retired Member form (see page 6-10 of the employer guide) and a copy of the contract or agreement to TFFR. The Enrollment Notification of a Retired

Member form must be completed each year the retired member is contracted to teach.

When a retiree exceeds the 90 working day limit, the retiree is required to notify the administrative office in writing and the employer is required to submit a Member Action Form. The employer should begin reporting the retired member to TFFR and begin paying assessments and contributions on salary earned after



the 90<sup>th</sup> day. A retired member should not be reported on the monthly report/diskette until he/she exceeds the maximum number of working days allowed.

## HAVE YOU HIRED A NEW MEMBER?

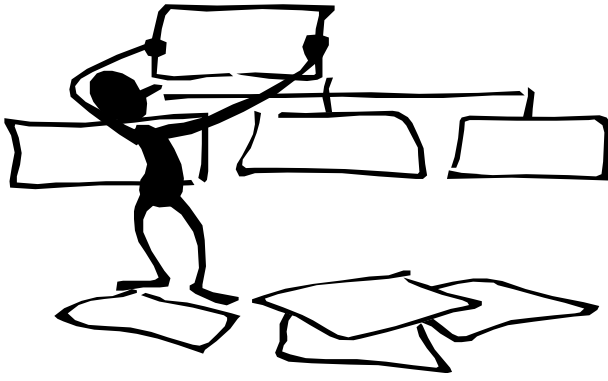
A Member Action Form must be completed when a participating employer hires a new teacher. This form provides TFFR with important information including the member's legal name, social security number, current mailing address, and beneficiary(ies).



If we do not receive the Member Action Form within 30 days from the date the member is first reported to TFFR, the employer may be assessed a \$250 penalty for late reporting.

## STAFF CHANGES AT RIO

We have recently had a few staff changes at RIO. Donald Heley has accepted a position in the private sector and as of August 18, is no longer with us. Please join us in wishing him the best of luck in his new venture.



With Donald's exit, we had an obvious vacancy to fill. Luckily, Curt Richter, who has been working with Donald for the past 2 ½ years, was willing and able to move up to fill the Retirement Accountant position. I'm sure most of you have spoken with Curt in the past and are well aware of his expertise in the TFFR reporting area. Feel free to give Curt a call with any questions that you had previously directed to Donald, or you can contact him via e-mail at [curichte@state.nd.us](mailto:curichte@state.nd.us)

That now leaves Curt's old position open as well. Once again, we were lucky to be able to fill the position with a RIO veteran. Durene Gruebele has been the Retirement Secretary for RIO/TFFR since January. She has expressed her willingness to move on to this position assisting Curt with the reporting process. Durene is currently in training with Curt and should be ready to start taking calls within the next couple of months. (Unless, of course, she calls you first!)

## NEW BUSINESS MANAGERS AND ADMINISTRATORS

And speaking of new staff, we've noticed some new names on incoming correspondence and monthly reports in the past few months. It appears there are quite a few new business managers and administrators. If you are a new business manager or have a new administrator, we would appreciate if you would contact us and let us know.



To assist you in learning about TFFR, you should have a copy of our TFFR Employer Guide somewhere in your work area.

We provided your predecessor with a copy of the Guide in the past, but we know how it is when you get into a new position, so if you cannot locate it, let us know and we would be glad to send you a new one. The Guide should be very helpful in getting you familiar with the TFFR reporting requirements. Of course, we are always available to answer any questions you might have. You can call us toll-free at 1-800-952-2970 or locally at 328-9885. Our office hours are 8:00 am to Noon and 1:00 p.m. to 5:00 p.m. Monday through Friday.

